

ThinkCentral® 2.0

K – 6 Student Fundamentals



HOUGHTON MIFFLIN HARCOURT



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Conventions Used in This Manual

Typographic Convention	
Type Style	Represents
Example Text	Words or characters that appear on the screen. These include field names, screen titles, and buttons.

Document Icons	
Icon	Icon Meaning
	Tip – a tip is a type of note that helps the users apply the techniques and procedures described in the text to their specific needs. A tip suggests an alternative method that may not be obvious and helps users understand the benefits and capabilities of the item.
	Note – Notes call the user's attention to information of special importance.

Introduction to ThinkCentral

Welcome to the ThinkCentral 2.0 K – 6 Student Fundamentals Reference Manual. This manual is designed to provide students with a basic understanding of ThinkCentral and its primary tools.

ThinkCentral is a web-based class management portal that enables students to access assignments and class resources quickly, easily, and effectively. ThinkCentral can function both as a complement to a traditional class and as a site for distance learning.

System Requirements

ThinkCentral is designed to support the widest variety of client-side operating systems and client-side browsers through its limited use of client-side technologies. While ThinkCentral products generally function well in many browsers, the following are formally supported and tested:

With PCs running Windows OS: Internet Explorer and Firefox

With Macs running OS X: Firefox and Safari

Testing is performed on the latest generally available versions for the above platforms and browsers, ensuring full support at that time.

Login Page

The login page functions primarily as the starting point for each ThinkCentral session while also providing public access to a variety of resources. These resources include:

- Search for publicly available content
- Check your web browser to verify compatibility
- Contact Support
- Access Help files
- View a tour of ThinkCentral

THINK central

Home Power Help

Login

State

District

School

☐ Remember my organization

Username

[Forgot Username](#)

Password

[Forgot Password](#)

Search

User Support

[Web Checker](#)

[ThinkCentral Support](#)

[Help](#)

[Quick Start Tour](#)

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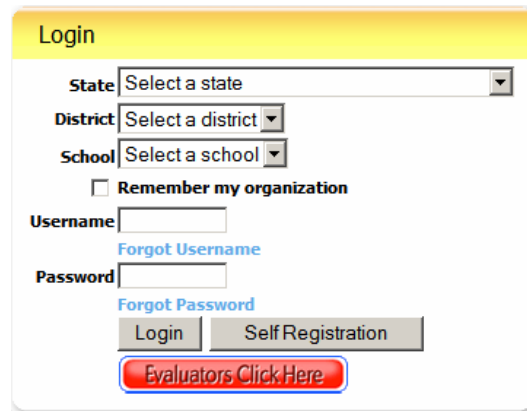
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How to Log On

To log on to ThinkCentral you need your username and password provided by your school.

The image shows a 'Login' window with a yellow header. It contains three dropdown menus for 'State', 'District', and 'School', each with the text 'Select a state', 'Select a district', and 'Select a school' respectively. Below these is a checkbox labeled 'Remember my organization'. There are text input fields for 'Username' and 'Password'. Under the 'Username' field is a blue hyperlink 'Forgot Username'. Under the 'Password' field is a blue hyperlink 'Forgot Password'. At the bottom are two buttons: 'Login' and 'SelfRegistration'. A red button with white text 'Evaluators Click Here' is located at the very bottom.

1. Select your **State**.
2. Select your **District**.
3. Select your **School**.
4. Type your **Username** and **Password** into the appropriate fields.
5. Click the **Login** button.



If you are on your personal computer and want ThinkCentral to remember your State, District and School every time you access the login page, select the **Remember my organization** checkbox before clicking the **Login** button.

The **Forgot Username** and **Forgot Password** hyperlinks cannot be used by students.

Search

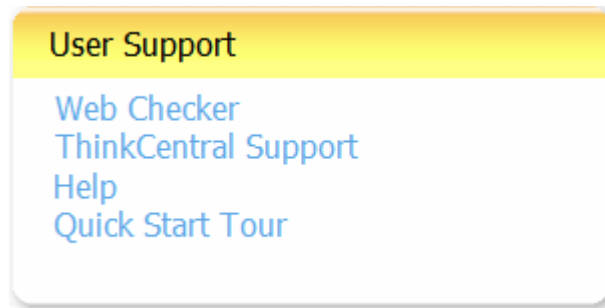
Some resources may be viewed without logging in to ThinkCentral. To access these resources, simply go to the Login page, type a text string into the search box and click the **Search** button.

The image shows a 'Search' window with a yellow header. It contains a single text input field and a button labeled 'Search' to its right.

If multiple matches are found based on the text entered, a new window launches listing all matches. In the list of matches, the Title for each item is a hyperlink to the actual item. In the event a single match is found, a new window launches displaying the matching item.

User Support

The User Support section provides various support tools to the end user.






Resource Name	Description
Web Checker	Verifies browser compatibility with ThinkCentral
ThinkCentral Support	Provides the user contact information for ThinkCentral Support
Help	Provides access to online ThinkCentral help, guides and resources
Quick Start Tour	Provides an overview of the ThinkCentral system

Navigation

System Navigation

System navigation is represented by icons along the left power strip. These icons are available on every page in ThinkCentral.

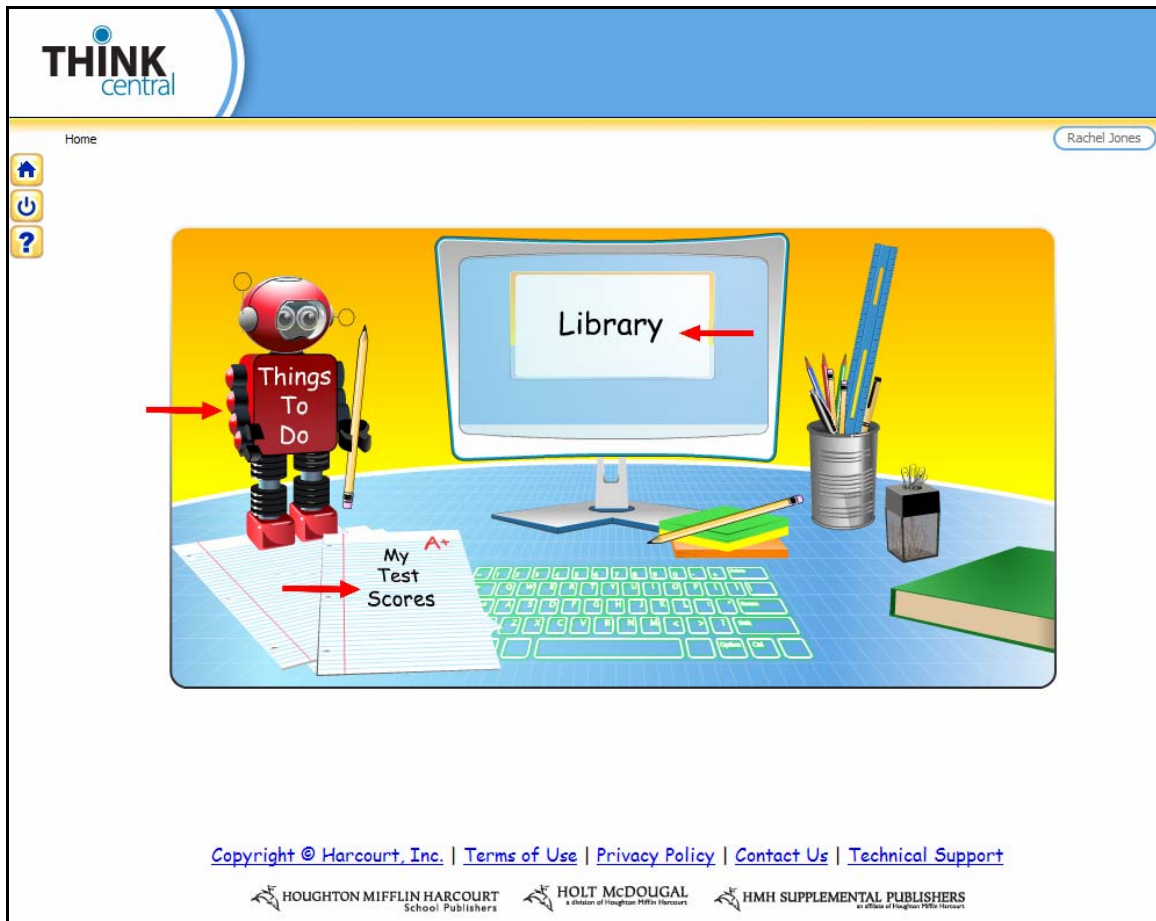
Icon	Name - Description
	Home – returns you to the Home page
	Log Off – logs you out of the ThinkCentral environment
	Help – displays ThinkCentral online help, guides and resources

Help

Help is always a click away using the Help icon located in the power strip. Each component in the ThinkCentral system offers page specific help, so be sure to check the Help icon if you are unsure.

Student Navigation

After logging on, you are presented with the landing page. The landing page includes multiple clickable items to navigate through ThinkCentral.



Component	Description
Things To Do	Provides access to your assignments
My Test Scores	Allows you to review scores for completed tests
Library	Provides access to publisher provided resources

Once inside the system, buttons in the header allow you to navigate freely between the primary functions of Things to Do, My Test Scores, and Library.



Button & Tab Name	Description
Things To Do	Provides access to your assignments.
My Test Scores	Allows you to review scores for completed tests.
Library	Provides access to publisher provided resources.

Things To Do

Overview

ThinkCentral provides students with an easy to use interface for accessing assignments. From Things To Do, you can view current assignments, complete tests, mark non-test items as done, and review old assignments. The assignments that are due the soonest are shown at the top of the list.

Home > Things To Do

Things To Do

Show: All work

What To Do	What To Use	Finish	Done
Art: Draw a picture of your family doing one of your favorite activities.	Paper and Crayons, Markers, or Colored Pencils	Friday, May 23, 2008	<input type="checkbox"/>
Reading: Take G1 Theme 1-2 Progress-Monitoring Assessment	G1 Theme 1-2 Progress-Monitoring Assessment	Monday, May 26, 2008 3:55 PM	<input checked="" type="checkbox"/>
Reading: Take G1 Theme 3 Progress-Monitoring Assessment	G1 Theme 3 Progress-Monitoring Assessment	Monday, May 26, 2008	<input checked="" type="checkbox"/>
Reading: Take G1 Theme 4 Progress-Monitoring Assessment	G1 Theme 4 Progress-Monitoring Assessment	Monday, May 26, 2008	<input checked="" type="checkbox"/>

Old Stuff

<< Back 1 2 Next >>

Save

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Using Things To Do

Navigating

Things To Do offers many navigational features:

The screenshot shows the 'THINKcentral' logo and navigation buttons for 'Things To Do', 'My Test Scores', and 'Library'. Below the navigation bar, the 'Things To Do' section is displayed. It includes a 'Show:' dropdown menu (labeled 'a') set to 'All work'. A list of assignments follows, with columns for 'What To Do', 'What To Use', 'Finish', and 'Done' (labeled 'b'). The 'What To Do' column contains assignment details. The 'What To Use' column lists resources like 'Paper and Crayons, Markers, or Colored Pencils' and links to progress-monitoring assessments. The 'Finish' column shows due dates. The 'Done' column has checkboxes. At the bottom, there are navigation buttons: '<< Back', '1', 'Next >>' (labeled 'c'), and 'Save' (labeled 'd').

- Use the **Show** dropdown in the top right corner to show All work or Tests only.
- Use the **column name** hyperlinks to re-sort the list of assignments – additional clicks on a column name toggles between ascending and descending sorts.

Column Name	Description
What To Do	Displays the assignment subject followed by instructions
What To Use	<p>Tells you what to use to complete the assignment. Sometimes this value is a hyperlink that opens the resource to use.</p> <p> Indicates the item is a test.</p> <p> Indicates a password is required to access the test.</p> <p> Indicates the test has a time limit</p> <p> Indicates the test can be paused</p>
Finish	The date/time the assignment is due – if no time is displayed, the assignment is due at 11:55 PM on the displayed date.
Done	Checkbox for you to mark when finish an assignment. This

	box is checked automatically when you complete a test.
--	--

- c) Use the **Back** and **Next** buttons to move through the pages of assignments.
- d) Use the **page number** hyperlinks to move to a specific page.

Viewing an Assignment

When reviewing your assignments, refer to the **What To Do** column and the **What To Use** column to determine what each assignment requires you to do.

Sometimes the **What To Use** text is a hyperlink. Click this to work on your assignment.

If the assignment is a test, clicking the hyperlink starts the test or shows you your scored test.



Be sure to click the **Done** checkbox when you finish a non-test assignment and then click the **Save** button.

Taking a Test

1. Go to your Things To Do list.
2. Find the test you want to take.
3. Click the test name hyperlink in the What To Use column.
4. A new window launches with instructions on how to take a test.

G1 Theme 4 Progress-Monitoring Assessment
How do I take a test?

How to take a test

Click the Next > button to go on.

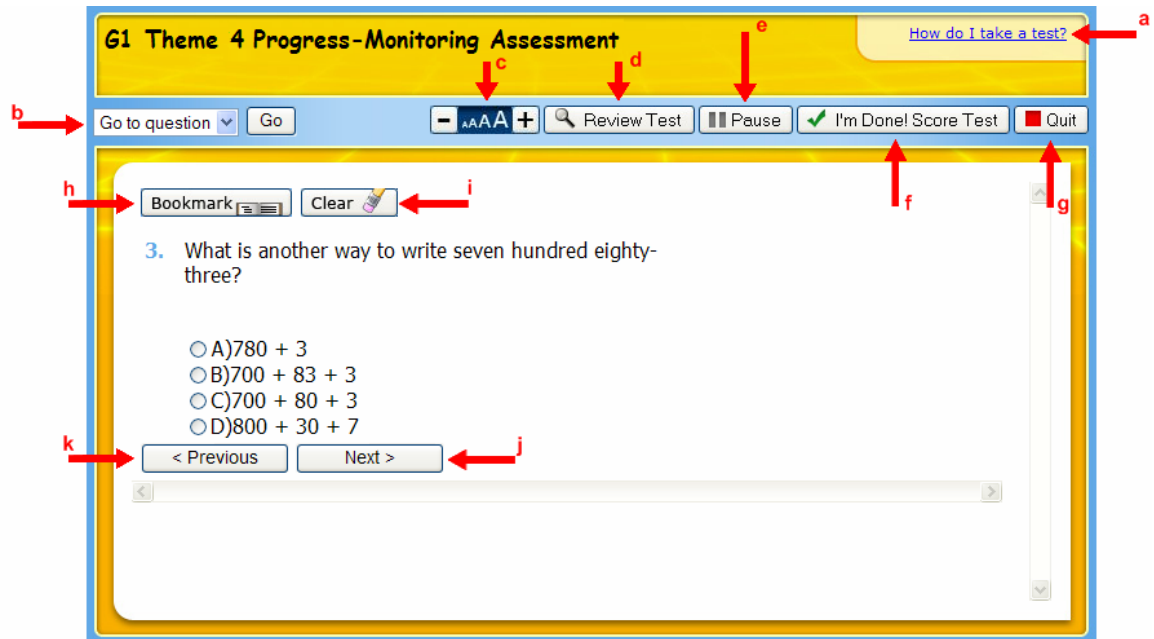
Click the < Previous button to go back.


You may change any answer on the test until you click the ✔ I'm Done! Score Test.

After that, you will see your score and final answers.

Start Test >

5. Click the **Start Test** button.
6. The test displays. These buttons are usually available when taking a test:



- a) Click the **How do I take a test?** hyperlink for help.
- b) The **Go to question** dropdown allows you to select a question number and then click the **Go** button to jump to that question.
- c) Clicking the plus on the  icon increases the question size while clicking the minus decreases the question size.
- d) Click the **Review Test** button to see a list of all questions you have skipped or bookmarked.
- e) If available, click the **Pause** button to save your answers and return to taking the test later.
- f) Click the **I'm Done! Score Test** button to review your skipped or bookmarked questions and submit your test for scoring.
- g) If available, click the **Quit** button to discard your answers and return to take the test later.
- h) Click the **Bookmark** button to mark the question so you remember to come back to it later.
- i) Click the **Clear** button to erase your answer.
- j) Click the **Next** button to go to the next question.
- k) For all questions but question #1, click the **Previous** button to go to the previous question.
- l) On the last question, click the **I'm Done! Score Test** button to review your skipped or bookmarked questions and submit your test for scoring.

7. Answer the questions and move through the test using the navigation tools described.
8. When you are ready to submit your test for scoring, click the **I'm Done! Score Test** button.
9. Review any skipped or bookmarked questions.

G1 Theme 4 Progress-Monitoring Assessment
[How do I take a test?](#)

Go to question ▼
Go

← Back to Test
Quit

Test Review

The table shows questions you haven't answered.

- To go back to a question, click on its number.
- When you have finished all the questions, click "Score Test".

Questions	Status
5	SKIPPED, BOOKMARKED
7	SKIPPED

Pause Test
Score Test



Click the question number hyperlink to go back to that question. Click the **Back to Test** button to return to the last question you were on.

10. Click the **Score Test** button.

11. Your test is scored and then displayed so you can review the results.

G1 Theme 4 Progress-Monitoring Assessment[How do I take a test?](#)

Question Type	Points
Multiple Choice	2 out of 43
Total	2 out of 43

Standard Sets
Mathematics Framework for California Public Schools K-12 (March 2005)

✔ 1. A number has two ones, seven tens, and eight hundreds. What is the number?

☐ A) 278
☐ B) 287
☐ C) 728

12. Click the **Close** button when you're finished reviewing the test.



Once you have completed a test, clicking the **What To Use** link for the test opens your scored test. Additionally, the **Done** box is now checked for this test.

Using Old Stuff

Once an assignment's finish date has passed, it no longer displays on Things To Do, but you can still look at those old assignments by clicking the **Old Stuff** button.

Home > Old Stuff Rachel Jones

Old Stuff

What To Do	What To Use	Start	Finish	Done
Mathematics: test	Custom Assessment	Wednesday, April 30, 2008	Wednesday, May 07, 2008	<input type="checkbox"/>
Mathematics: Test	Test	Friday, April 11, 2008	Friday, April 18, 2008	<input type="checkbox"/>

Things To Do << Back 1 Next >>

Save

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This page works like Things To Do except:

- A new column **Start** is displayed, showing you when the assignment was first available to work on.
- Tests that weren't scored don't have a hyperlink in What To Use and can't be viewed.

My Test Scores

ThinkCentral provides you with an easy way to review all of your test scores without having to open each scored test from Things To Do.

Click My Test Scores to view the list of scored tests.

The screenshot displays the 'My Scores' section of the ThinkCentral interface. At the top, there are navigation buttons for 'Things To Do', 'My Test Scores', and 'Library'. Below these, a breadcrumb trail shows 'Home > My Scores' and a user profile for 'Rachel Jones'. The main content area features a table titled 'My Scores' with the following data:

Test	Finished	Score
64 Theme 1 Progress-Monitoring Assessment	Tuesday, May 20, 2008	23%

Below the table, there are navigation buttons: '<< Back', '1', and 'Next >>'. The footer contains copyright information: 'Copyright © Harcourt, Inc. | Terms of Use | Privacy Policy | Contact Us | Technical Support' and logos for 'HOUGHTON MIFFLIN HARCOURT School Publishers', 'HOLT McDUGAL a division of Houghton Mifflin Harcourt', and 'HMH SUPPLEMENTAL PUBLISHERS an affiliate of Houghton Mifflin Harcourt'.

Column Name	Description
Test	The name of the test as a hyperlink – click this to view your scored test.
Finished	The date you submitted the test for scoring.
Score	Your percentage score followed by a bar graph showing your percentage.

Use the **Back** and **Next** buttons to move through the pages of assignments or use the **page number** hyperlinks to move to a specific page.

My Library

ThinkCentral allows teachers to make resources available to students. Students can access these resources by going to My Library.

Home > My Library Rachel Jones

My Library Select a Subject: All

a → HSP California Excursions Gold Pass Reader eBook G1

HSP California Excursions Gold Pass Reader eBook G4

Student eBook G1

Student eBook G4

c → << Back 1 Next >>

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- Click the icon or title hyperlink of a resource to launch the item in a new window and review.
- Use the Select a Subject dropdown to show only one subject's resources.
- Use the **Back** and **Next** buttons to move through the pages of resources.